

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Personnel & Training Branch/AS/OL

DATE: 21 DEC 1962

FROM : Chief, Administrative Staff, OL

SUBJECT: Report of Objectives and Accomplishments

REF : LI 5-500-6 dated 14 January 1958

1. The following are the objectives of your component on which action was not completed as of 30 June 1962. It is requested that you comment by 18 January 1963 on the stage of completion of each one as of 1 January 1963.

a. To maintain the ceiling, on-board and T/O strengths in line, including forecasts of ages and grades of personnel to be recruited.

b. To transfer out of Logistics or separate from the Agency substandard and/or surplus personnel. 25X1

c. To continue internal and external training for Logistics designees, with emphasis upon the encouragement of individual self-improvement programs. *(June - Dec)*
What have we done?

d. To continue the recruitment of high quality junior officers for training in the logistics field. 25X1

2. It is further requested that you list any new objectives for the period 1 January 1963 - 30 June 1963 which have been formalized since your last report and that you comment on the stage of their completion. 25X1

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